

LONG-TERM TEACHER REMOVAL OF STUDENTS FROM CLASS

Teachers shall have the initial authority to remove students from class for disruptive behavior. Disruptive behavior is defined as behavior that violates School Board regulations governing student conduct and which interrupts or obstructs the learning environment. The procedures outlined in this policy are not intended to address temporary or short-term removal of a student from a classroom as a "time-out" or as part of a behavior management plan of a student. These procedures are intended to address severe behaviors that would warrant long-term removal.

Criteria for Long-Term Removal

~~Prior to the long-term removal of a student from class under this policy, the following criteria must be met:~~ In order for a teacher to remove a student from class for disruptive behavior:

- A. The student's behavior is disruptive as defined in School Board regulations governing student conduct and in the individual school's handbook.
- B. Removal of the student from class must be ~~is~~ necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior.
- C. ~~Teacher and administrative interventions~~ by the teacher and/or administrators have been attempted and failed to end ~~unsuccessful in ending~~ the student's disruptive behavior, and ~~;~~
- D. Notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student's parents.

When all of the above criteria have been satisfied, the teacher may initiate a removal of a disruptive student from class subject to the procedures outlined in this policy.

Documentation Requirements and Initiation of Removal

~~Prior to long-term removal under this policy, the teacher shall document in writing the pattern of disruptive behavior leading to this action. This documentation shall include copies of previous incident reports or discipline referrals and the actions taken by the teacher and the administration to address the disruptive behavior. Teachers should write incident reports regarding all incidents of disruptive behavior. The reports will be filed with the school administration and provided to the student's parents within 24 hours of the incident. The parents must be given the opportunity to meet with the teacher and/or school administrator to discuss the student's behavior and the possible consequences if the behavior continues. The teacher will document, in writing, his or her attempts to request and encourage the parents to meet with him or her or school administrators.~~

To initiate long-term removal, the teacher shall submit a "Long-Term Student Removal Form" (see JFCA E-1) to the principal, along with all documentation of previous steps to address the disruptive behavior. Upon receipt of this form and accompanying documentation, the principal shall act promptly to review this information and inform the teacher as to whether long-term removal is appropriate.

A student may not be removed from class for disruptive behavior unless two written incident reports have been filed with school administrators and provided to the student's parents concerning two prior incidents of disruptive behavior. Upon removal, the teacher shall file a "Student Removal Form" with school administrators. The teacher will include any other documentation supporting the removal including, but not limited to, the previous two incident reports.

Procedure for Written Notification of Student and Parents

The principal shall promptly notify the parents of the action to remove the student. In addition, the principal shall promptly provide copies of any relevant incident reports or discipline referrals to the student and his/her parents and notify them of the opportunity to meet with the teacher and school administrators to discuss the disruptive behavior and its possible consequences.

Guidelines for Alternative Assignment and Instruction of Removed Students

~~Upon the teacher's removal of a student under this policy, the principal shall determine the appropriate placement of the student. The principal has several options regarding the placement of a removed student, including but not limited to the following~~The principal shall determine the appropriate placement of any student removed from class by a teacher. The principal may:

- A. Assign~~ing~~ the student to an alternative program that may be available within the school or may be provided at the division level. If a student is placed in an alternative program under the provisions of this policy, such placement will be mandatory.
- B. Assign~~ing~~ the student to another class or setting.
- C. Suspend~~ing~~ the student ~~or recommend the student for expulsion. for a specified period. Such a suspension may include a concurrent recommendation for expulsion.~~ If the principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and in the case of students with disabilities, in accordance with federal law~~he/she shall proceed according to School Board policy and applicable law regarding suspensions or expulsions.~~
- D. Return~~ing~~ the student to class (see in accordance with the -procedures below).

Procedures for the Student's Return to Class and Appeal Process

The principal shall determine, after consultation with the teacher and other appropriate staff, the duration of the student's removal from class. The principal shall notify the teacher and parent of a decision to return the student to class. ~~The following procedure shall apply if~~ the teacher disagrees with the principal's decision to return the student to the class:

- A. The teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.
- B. The teacher, after meeting with the principal, may appeal the principal's decision to the Superintendent/Designee within one (1) school day. Relevant incident reports or discipline referrals and the removal form shall accompany the appeal. The Superintendent/Designee may, in his/her sole discretion, determine whether to discuss the matter with the principal and teacher or to decide the appeal on the basis of the incident reports or discipline referrals, removal form, or other information. The teacher does not have a right to a meeting with the Superintendent/Designee or a right to legal counsel or other representation as part of the appeal. The decision of the Superintendent/Designee shall be made within two (2) school days of the teacher's appeal.
- C. If the teacher disagrees with the decision of the Superintendent/Designee, the decision may be appealed to the School Board. Such an appeal must be made in writing within two (2) school days after the decision of the Superintendent/Designee is rendered.
- D. Parents shall have the right to appeal any decision by the teacher to remove a student. Parents may exercise this right by notifying the principal and/or Superintendent/Designee, as may be appropriate, in writing within five (5) school days of receipt of notice of the removal. In addition, if the parents disagree with the decision of the Superintendent/Designee regarding removal, they may appeal to the School Board by filing a written notice of appeal with the School Board Clerk's Office within five (5) school days of receipt of notice of the decision. The decision of the School Board shall be final.

During the entire appeal process, the student shall not be returned to class, and the principal will determine an appropriate placement for the student while the appeal is being considered.

Once a decision has been made to return the student to class, the teacher and principal shall develop a plan to address future disruptive behavior, including criteria for reconsideration of possible removal, if necessary.

Other Provisions

The principal shall ensure that students removed from class under this policy continue to

receive an education in accordance with School Board policies. However, nothing in this policy shall be construed to require a principal to provide services that are not available.

Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

Teacher deficiencies in classroom management shall be addressed in teacher evaluations pursuant to Policy GCN, *Performance Review*.

| This policy does not limit or restrict the ability of the School ~~Board Division~~ employees to apply other policies, regulations, or laws for maintaining order in the classroom.

Adopted: July 13, 1998

Reviewed: November 20, 2003; November 8, 2012

| Legal Ref.: Code of Virginia, 1950, as amended, ~~Section~~§§22.1-276.01, 22.1-276.2
Cross Ref.: GCN, *Evaluation of Professional Staff*
JFC, *Student Conduct*; JGDA, *Disciplining Students with Disabilities*; JGD/JGE, *Student Suspension/Expulsion*

LONG-TERM STUDENT REMOVAL FORM

School Name:

Date: _____

Student Name:

Description of Behavior Leading to Removal:

Administrative and Teacher Interventions Attempted Prior to Removal and Results:

Administrative and Teacher Parent Contacts Prior to Removal:

Date of Prior Incident Reports or Discipline Referrals: (Note: Copies must be attached.)

Signature of Teacher: _____ Date: _____

Adopted: July 13, 1998